

## **Crisis Management Warning Codes (#2)**

**YOUR ATTENTION, PLEASE.**

**AT THIS TIME, WE ARE EVACUATING THE BUILDING**

**TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED EVACUATION LOCATIONS. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEAD COUNT AT THE ASSEMBLY AREAS.**

Purpose: Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.)

### **The Principal / Building Administrator:**

- School secretary will call 911, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The Principal / Building Administrator or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

### **Teachers:**

- Teachers and staff will instruct students to evacuate the building using designated routes and report to their assigned Assembly Areas. Designate a school staff member to help move your class to the Assembly Areas.
- Close your door and turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists and phone lists.
- All staff will check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, especially noting any students in other activities or services such as band, choir, reading, physical education, special education that are missing. Display GREEN status card to indicate all students accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the area coordinators.
- At the Assembly Areas, teachers and students will stay in place until further instructions are given.

### **Notification to Parents:**

- Bradley School District / Building Administration will make every effort to provide accurate and updated information to the parents of the Bradley School District.
- There may be times, when the administration and teachers have to monitor the interior / exterior of the building, to make sure the students and staff are safe. Safety of our students and staff are of the utmost importance during these situations.
- Bradley School District / Building Administration will let parents know by school messenger (phone or email home), Facebook posting, and a post on the district webpage once we have proper knowledge of the situation.
- There will be times that we are not able to send information out right away due to some circumstances. However, we will do our very best to keep the parents informed when we can.
- Bradley School District will do the very best to keep our students safe.

**Level of notification to parents from Crisis Management Warning Codes**

- School messenger email or phone call to parents from building administration.
- Posting on message on Facebook and District webpage.
- Practice Drills – no notification to parents on all practice drills during the year.